

Executive Registry

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13 August 1984

MEMORANDUM FOR: Executive Director

FROM: Deputy Director of Central Intelligence

SUBJECT: Senior Women's Task Force Report on
Career Opportunity for Women

1. I am pleased with the recommended initiatives suggested by the Senior Women's Task Force on what the Agency might do to redress what I feel is a serious imbalance of the number of senior women in the Agency versus the percentage of the work force they represent. I think what can be said of the women should also be addressed to all minorities as appropriate.

2. In referencing the report to the Executive Director by the Women's Task Force dated 23 May 1984, I find particular merit in the following recommendations and ask that you arrange for their implementation:

--Each Directorate and career service establish a panel which monitors the assignment, training and promotion of women and other minorities. The purpose is to give an added check to the institutional mechanisms now extant to ensure the heads of the career services that proper attention is being given to career management structure.

--The Director of Personnel could assist each Directorate by compiling a computer printout covering the date of grade, Directorate ranking, biographic profile and what have you for easy reference. Such a printout should be current enough to support promotion cycles and assignment recommendations.

--Each Directorate should compile a list of platform positions that can be used as springboards to SIS-level positions. Logic would suggest that the Directorates take a similar look at feeder positions at the GS-14 level and perhaps GS-13. The key here is to make a conscious effort to develop women and minority employees by judicious assignments which prepare them for greater responsibility.

--There seems to be Directorate acceptance to the suggestion of Directorate-wide vacancy notices. It does appear on the surface to have considerable merit. However, I ask that you examine the pros and cons before implementing such a requirement.

3. To assist in the monitoring of this overall program it is obvious the Inspector General can be of great assistance to you in determining the accomplishment and for that matter attention given by the various components which the IG may survey during the course of a year. Not only should promotion records be examined, but assignments, training and the overall posturing by the Directorates to implementing these recommendations.

4. The Directorates should examine the composition of their career panels and boards to ensure membership of personnel sensitive to this overall problem.

5. You are at liberty to add further requirements and tasking on the Directorates if you see fit.

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ohn N. McMahon

cc DDA
DDI
DDS&T
DDO
Chairman, E Career Service
D/Personnel